



The City of Lowell's Department of Planning and Development seeks to contract a Distressed Property Identification Revitalization (DPIR) Grant Program Coordinator. This service contract, funded through the Massachusetts Attorney General Martha Coakley's Office, will run through August 15, 2015.

The Program Coordinator will be responsible for identifying and contacting the responsible parties of foreclosed, vacant and abandoned properties in the City of Lowell with the goal of moving these properties into private ownership. The Coordinator will maintain a highly efficient and effective reporting methodology and provide reports to the City of Lowell, Northern Middlesex Registry of Deeds, and the Massachusetts AGO.

Qualified candidates shall possess the following skills:

- Real estate and/or Massachusetts legal or paralegal knowledge and experience
- Proficient in Microsoft Office especially Excel or Access required
- Current Massachusetts State Driver License and reliable motor vehicle required
- Knowledge and familiarity with City of Lowell neighborhoods preferred
- Familiarity with state sanitary codes preferred

Attendance at mandatory trainings with the Massachusetts Attorney General Martha Coakley's Office is required.

Please send or email cover letter and resume by December 20, 2013 to:

Allison Lamey  
City of Lowell  
Department of Planning and Development  
JFK Civic Center/50 Arcand Drive  
Lowell, MA 01852  
[alamey@lowellma.gov](mailto:alamey@lowellma.gov)

City of Lowell, DPD  
Distressed Properties Identification Revitalization  
Grant Program Coordinator  
Scope of Work

The DPIR Grant Program Coordinator shall be a contract position with the City of Lowell, Department of Planning and Development.

The objective of this program is to move foreclosed, bank-owned, vacant, and/or abandoned properties to a state of private ownership.

The Program Coordinator will report directly to the Director of Development Services and work closely with the Director of Housing and Energy Programs as well as the Community Development Office.

Tasks:

- Attend AGO trainings and/or meetings regarding the DPIR program
- Review current foreclosure data, provided through the City's subscription with the Warren Group, with specific focus on identifying "hot spots" or neighborhoods with high concentrations of foreclosed and vacant properties.
- Make initial contact with the owner and/or responsible parties of at least 20 properties each month.
- Research and develop a profile for each property; visit property to confirm abandonment status and take note of physical condition of property; send out communication to property owner/responsible party per AGO guidelines.
- Maintain log of all correspondence and actions taken regarding each property
- Follow up and work with identified owners and/or responsible parties to come to acceptable resolution regarding the property
- Forward list of any properties with possible sanitary code violations to the City's development services division for consideration for the Lowell Receivership Program.
- Submit semi-annual reports to the AGO in April and October.
- Meet monthly with DPD staff to review progress and discuss any challenges

Requirements:

- Real estate and/or Massachusetts legal or paralegal knowledge and experience
- Proficient in Microsoft Office especially Excel or Access required
- Current Massachusetts State Driver License and reliable motor vehicle required
- Knowledge and familiarity with City of Lowell neighborhoods preferred
- Familiarity with state sanitary codes preferred

Accommodations:

While it is expected that some of the Program Coordinator's time will be spent in the field, a work space and computer will be available for the use of this project in the DPD offices.

Contract Length: The term of this contract shall expire August 15, 2015.

Compensation: The total compensation for services is not to exceed **\$61,500** for performance of the objectives and tasks described above. This includes typical expenses such as mileage. Compensation shall be based on satisfactory performance of the above tasks. The Program Coordinator is expected to make meaningful contact with the owners/responsible parties of 20 identified properties each month.

The Program Coordinator may be compensated up to \$3,416.66/month for every 20 properties contacted.